

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Assistant Police Records Manager	<u>Revision Date:</u> 01/07
		<u>EEO Function:</u> Police
		<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30410

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Police Records Manager, trains and supervises Police Records Specialists in processing, maintaining and disseminating police records.

III. Essential Duties:

- Supervises Records Specialists and volunteers assigned to the Records Division on his/her shift. (Approximately 2-7 employees).
- Works a rotating day and afternoon shift.
- Thoroughly understands and is able to perform all functions of the Records Division.
- Supervises and coordinates the daily functions of the Records Division.
- Assists in the hiring process for all new Records Specialists.
- Responsible for training and testing new employees on data entry and the use of the computerized records management system (Spillman).
- Assists in establishing and enforcing standards of performance and job knowledge of Records personnel, including disciplinary action.
- Approves time off for assigned Records Specialists.
- Conducts semi-annual and annual merit evaluations for assigned Records Specialists.
- Responsible for compiling, auditing, and electronically sending monthly NIBR (National Incident Based Report) to the Utah State BCI (Bureau of Criminal Identification).
- Participates and assists in department staff meetings, Records Division meetings and other meetings as assigned by the Records Manager.
- Responsible for correcting and merging data entry errors on computerized records management system; works with Information Services and Spillman Tech Support on resolving computer software problems.
- Enters bi-weekly payroll for assigned records specialists.
- Works closely with Justice Court, City Attorney's office, department supervisors, Sergeants, Lieutenants, etc. to resolve case report and citation problems.

IV. Marginal Duties:

- Performs other duties as assigned.
- Performs special projects as assigned.

V. Qualifications:

Education: Associates degree in information or records management, business management or related field.

Experience: Five years of police records experience with Sandy City Police Department. May substitute related experience for education on a year-for-year basis.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; police records process and procedures; privacy and security, and Government Records Access and Management Act (GRAMA); clerical and general office practices, procedures and equipment; correct English usage, spelling and vocabulary.

Responsibility for: Responsible for confidential police records; responsibility for the care, condition and use of materials, equipment, money, and tools; great responsibility for supervising and making decisions which affect others including what to do, how to do it and when.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments contacts with other enforcement agencies; requires well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Frequent use of IBM/Spillman Police Records System; frequent use of personal computer, mainframe, word processing software, fax machine, and copy machine; regular use of a printer, and the phone system.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

VI. Working Conditions:

Great mental effort is required daily; pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures; constant attendance in required; minimal stooping and kneeling; organize own work, virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.